

Policy #:	Title:	Effective Date:
9.090	Telework Policy	07/01/08

PURPOSE

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District [\(SCAQMD\) Rule 2202](#).

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering/supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Establishes a family-friendly work environment that enhances the quality of life of County employees and offers training and orientation sessions that promote alternative ways of working to maximize County resources, reduce absenteeism, increase productivity and improve employee morale.

REFERENCE

January 31, 1989 Board Order, [Synopsis 5](#)

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update policy

December 21, 2005 Updated County Telecommuting Program and Policy

June 10, 2008 [Agenda Item 62-B](#)

August 1, 2008 Chief Executive Officer Memo "[Update on the County's Telecommuting/Telework Program](#)"

POLICY

The County Board of Supervisors has approved the establishment of a County Telework Policy Program (CTP). Telework is working at a location other than the conventional office. This can be either at home or at an office close to the home.

This program is a management option, not a universal employee benefit. Department Heads may implement telework when it is deemed mutually beneficial by both the department and the employee, and as a means of increasing its Average Vehicle

Ridership (AVR) for sites regulated by the SCAQMD under [Rule 2202](#).

Teleworkers may be selected from among represented or non-represented employees and must have a performance evaluation of “Competent” or higher for the most recent Performance Evaluation. They should be selected on a voluntary basis by both supervisors and employees. Selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as Teleworkers and an assessment of their supervisor’s ability to manage remote workers.

All approved Teleworkers should first participate in a two-hour training session prior to entering into a formal County agreement. A Telework Agreement should be entered into by both the County and the employee that requires compliance with established Telework Standards, guidelines and conditions, first adopted by the Board of Supervisors on

August 16, 1990 and updated in 2008.

The terms and conditions of employment for the Teleworker and the supervisor remain unchanged. Work hours, overtime, compensation and vacation schedules must conform to the County Code, to Memorandum of Understanding (MOU) provisions and to terms otherwise agreed upon by the employee and the supervisor.

It is required that County departments maintain detailed records of number of employees participating in the program, number of days per week each employee Teleworks, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years.

All Teleworkers shall comply with the County’s Telework standards, which address policy issues related to worker’s compensation, use of County equipment, telephone costs, tax implications, and other issues deemed appropriate by the County.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: January 31, 1989
Review Date: October 21, 2004
Review Date: August 1, 2008

Sunset Review Date: April 26, 2003
Sunset Review Date: April 26, 2008
Sunset Review Date: April 26, 2012